

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Purchase of Books and Audio Visual Materials to Support Instruction (Fund 2)	<u>Number</u> 207
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 1

I. Purpose

To consolidate the process of ordering all audio visual materials to ensure a timely follow-through with vendors.

II. Procedure

A. The academic department may initiate a requisition for books, periodicals, and audio visual materials to be purchased from a grant. The requisition will complete with campus signatures and justifications, after which the requests are routed as follows:

1. Department Head of Libraries;
2. Technical Services Department for Order Processing;
3. Restricted Accounting Office; and
4. Purchasing.

B. Exceptions: If the material is for administrative use, the initiator routes the requisition directly to the Restricted Accounting Office. Requisitions for the Pensacola Campus are routed directly to the Technical Services Department.

If the material is used with a computer or peripheral device, the requisition will also be forwarded to the Director of Microcomputer Resources for approval.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 02/21/2017